

Assigning New Addresses - General Guidelines

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When construction of any new development is proposed, a separate application needs to be made to the addressing section so that the new address(es) can be established. The addressing section assigns new addresses that will be consistent with both the existing adjacent addresses and the city-wide numbering grid. It is recommended that the request for new addresses be made concurrent with, or as soon as possible after, submittal for building permits.

Once addresses are assigned and all required documents have been submitted and approved by the addressing section, an addressing notice is prepared that is distributed to various city departments, county agencies (assessor's office and county communications/911) as well as many outside service providers (PG&E, SBC, Comcast, etc.).

The following information is required for all address requests:

- A completed ***Request for Address Assignment Form***, available **here (scroll-down to the last page of this document)** or in the Building Division's permit center. This form must be signed by the property owner, or his/her legal representative. A tenant cannot sign for a property owner.
- One reduced-scale copy (8½ x 11 or 11x17) of a site plan which shows the property lines, the new building's footprint and entrance(s).
- Depending on the type of project, additional submittal requirements may apply. Please click on the following links to more detailed submittal information and requirements for:
 - [Single Family Residences, Duplexes and Triplexes](#)
 - [Detached Single Family Tracts](#)
 - [Condominiums and Townhomes](#)
 - [Multi Family Apartments](#)
 - [Commercial Developments](#)

Changing existing addresses:

Because so many agencies and service providers are affected, we do not change existing address numbers based on their perceived beneficial properties and/or cultural preferences. Existing address numbers can only be changed for one of the following reasons.

- The existing address number is out of sequence with the adjacent address numbers
- The address number is duplicated or the same address number exists on a similar street name
- The existing or newly remodeled main entrance is on a different street (typically a corner lot)
- You have documented difficulty receiving emergency services

Fees

- An addressing fee of \$ 100.00 per hour, with a two-hour minimum, will be assessed per request for the addressing process.

For Verification of Existing Addresses

If you wish to verify an existing address and you have the assessor's parcel number, contact the Assessor's office (408 299-3227) and they will provide the address to you. If your property is located in an unincorporated area, contact the County of Santa Clara Building Department (408 299-2351) for information.

For Street Name Problems

If you need information regarding a street name problem, please contact the Planning Division. The Planning Division is responsible for all street name inquiries. The Planning Division is located at 200 East Santa Clara Street.

Limitations

- Beginning in 1984, the City of San Jose ceased allowing alpha designations or hyphenations as part of the official address. (For example 12A Elm St., 27-B Main St. or 100 Central Av., Unit A).
- Addresses **are not** assigned to empty lots, or vacant land, where work will not be performed.
- Addresses will only be assigned when new development or alteration work is proposed.
- Other approvals (such as Planning and Public Works clearances) may be required in order to release assigned addresses.

Note:

- Based on the scope of work, other supporting documents may be required on a case by case basis. Please refer to the more detailed descriptions for the type of project you are proposing for additional submittal requirements.

Request for Address Assignment Form, available below (continue scrolling-down, to the last page of this document)

CITY OF SAN JOSE

REQUEST FOR ADDRESS ASSIGNMENT

In order to process your request for address assignment, all applicable information must be completed. Please refer to the attached Address Submittal Requirements sheet for information and instructions on providing the required submittal documents. Submittal requirements will vary based upon the proposed scope of work. If you have additional questions contact the Address Assignment Desk at (408) 535-3555.

Submittal Date: _____

Received By: _____

TO BE COMPLETED BY APPLICANT

(Please type or print neatly)

Current Property Address: _____

Request For:

(Check one)

New Address _____

Add Address _____

Change Address _____
(See note below)

Add Suites _____

Change Suites _____
(See note below)

Applicant: _____

Firm: _____

(Check one)

() Property Owner

() Developer

() Tenant

() Architect

() Engineer

() Contractor

() Other

Voice: () _____

Fax: () _____

APN: _____

(Assessor's Parcel Number)

P/C # : _____

(Building Division Plan Check Number)

Tract: _____

Lot: _____

PD # : _____

(Planning Dept. Approval Number)

Type of Building:

_____ Single Family

_____ Condominium

_____ Restaurant

_____ Office/Bank

_____ Recreational

_____ Duplex

_____ Apartment

_____ Retail/Store

_____ Medical Building

_____ Commercial

_____ Townhouse

_____ Hotel/Motel

_____ Church/Assembly

_____ Educational

_____ Industrial

_____ Other _____

Number of Stories _____

Describe Scope of Work:

Note: When work is not performed, a request for change of address can only be granted for one of the following reasons:

_____ Address is out of sequence, or out of range _____ Existing entrance for corner property is on different street

_____ Existing duplicate address, or street name _____ Problems receiving emergency services (documentation must be provided)

TO BE COMPLETED BY PROPERTY OWNER

NOTE: Signature of Property Owner IS only required when requesting address changes

If the property is owned in partnership or by a corporation, then a partner or corporate officer may sign as Owner.

Name: _____

Firm: _____

(check one)

() Property Owner

() Partner

() Corporate Officer

Company Name

(if applicable)

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____

Signature: _____

Date: _____

NOTE: A tenant or leasee may not sign for property owner.

NOTE: This application may be faxed to (408) 292-6214. A faxed application must be followed-up with the original signed copy.